



King County
Dept. of Development and Environmental Services
Land Use Services Division
900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219

Peer Review Program

Director's Approval

The director shall approve the use of the Peer Review Program if the director finds in writing that:

1. The department's present workload is substantially above normal;
2. The department has insufficient staff to review and approve development proposals and, in particular, engineering plans, in a timely manner; and
3. Utilization of the Peer Review Program, as prescribed in these rules, is in the best interests of the residents of King County.

Submittal Requirements

The applicant may request that a peer engineer* review engineering plans by submitting a request letter and one copy to the department. The request letter shall identify the name, address, telephone number and professional license number of the proposed peer review engineer. The applicant shall submit to the department as a package, the request letter (and copy) with any fees and three copies of the following, as applicable to the particular application:

1. Engineering plans, including erosion control plans;
2. drainage analysis/calculations, i.e. technical information report (TIR);
3. any structural plans for vaults, bridges, retaining walls or other similar structures;
4. Preliminary approval of the plat or short plat, including all conditions for approval; and
5. Any supporting documents, including Surface Water Design Manual adjustments, road variances, soils reports, wetland studies, traffic analyses, government permits and other scientific or technical studies or reports as may be required by the Surface Water Design Manual or requested by the department.

The submittal package will then be screened by DDES for completeness and appropriateness of the peer process. A letter will be sent to the applicant with a decision allowing/disallowing the process and any deficiencies of the submittal package that will need to be modified.

*Note: Peer review engineer must be a professional engineer licensed in the State of Washington. In addition, simultaneous, reciprocal review may not occur, i.e. two firms cannot review each other's plans at the same time.

Review Procedure

The peer review engineer as a representative of King County and The Public, shall use all documents submitted by the applicant and a review checklist provided by the department to evaluate the engineering plans, unless otherwise authorized by the director. In addition, the peer review engineer shall evaluate the engineering plans according to the following, as applicable to the particular application:

1. King County approval of the preliminary plat or short plat, including all conditions of approval;
2. SEPA mitigations;
3. P-suffix conditions;
4. Sensitive areas code, K.C.C. 21A.24 or its successor;
5. Critical drainage basin standards;
6. King County road standards;
7. Surface Water Design Manual;
8. Other county codes and rules, as appropriate;
9. State permits and approvals, i.e. hydraulic project approvals ("HPAs") and department of transportation approvals; and
10. Bond quantity and retention/detention ("R/D") forms.

Peer Review Program

Completion

When the peer review engineer has completed review of the engineering plans, the peer review engineer shall request a meeting with the department and the design engineer to present a written summary of his or her review. The peer review engineer shall submit the following to the department at the review meeting:

1. A brief written summary of how each condition of preliminary approval is achieved;
2. A letter prepared and signed by the peer review engineer summarizing the review and including a final recommendation;
3. All final documents including, but not limited to, easements, wetland plans, soils reports, other scientific or technical studies or reports, and the engineering review checklist;
4. Three copies of the drainage calculations, approved as signed by the peer review engineer using the approval form shown below; and
5. Three copies of the approved engineering print set.

Plan Approval

The department shall evaluate at the review meeting whether all conditions of approval and major design elements appear to be fully satisfied. If all conditions and other requirements are not met, the department shall not accept the engineering plans for final department review and shall return the plans to the peer review engineer. If all conditions and other requirements are met, the department shall accept the engineering plans for final department review.

Within ten working days of accepting the engineering plans for final department review, the department shall notify the applicant and peer review engineer of plan approval with a request to submit the original mylars, approved as signed by the peer review engineer using the approval form shown below; or any required modifications. If modifications are required, a mutually agreeable resubmittal date shall be scheduled. Traffic, Structural, geotechnical and wetland reviews are not included within this time period. The director may modify the time period set forth in this subsection for department response upon making a determination that the development proposal or engineering plans are large or complex and that the department requires additional time for review.

Peer Review Approval Form

To the best of my knowledge, this plan complies with the ordinances, codes, rules and regulations of King County.

Name

PE License & Expiration

Date

Telephone

Firm

